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Approved For Release 1999/09/27 : CIA-RDP91-00452R000100100075-6

EYES ONLY

ORD-3783-73

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD/DD/S&T

SUBJECT : Recommendation for Promotion -

25X1A9a [REDACTED]

25X1A9a 1. This memorandum supports a recommendation for the promotion of [REDACTED] from GS-04, step 3 to GS-05, step 2.

25X1A9a

2. [REDACTED] has now served the Office of Research and Development in several positions since her assignment as a GS-04 in April 1971 (EOD, February 1971). Her performance and career status have been the subjects of in-depth, recent consideration by the ORD Special Career Panel. A fair summary of this work is that [REDACTED] has lacked the motivation and the desire to develop a secretarial career. This has evidenced itself in an indifference on occasion and in periods of moodiness.

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3. On balance, one must recognize that [REDACTED] is now well-versed in Agency procedures, that she is at least averagely productive, and that she does not present significant supervisory problems. The attitudinal weaknesses cited above have a major impact upon her future career, but do not effect her daily performance as a Clerk Typist.

25X1A9a

4. [REDACTED] has told me (with some sense of resignation) that she recognizes that a livelihood demands that she pursue a secretarial career. To this end she is again studying her shorthand (night school) and appears to appreciate the work and personal requirements which she must satisfy.

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5. [REDACTED] now has the skills and knowledge to perform at a GS-05 level. I believe that she has demonstrated this on several occasions wherein she has managed divisional office support requirements for periods of as long as two weeks. She is capable and does do the work and, therefore, should be promoted quite independently of any projection of her future development.

25X1A9a

6. Promotion of [REDACTED] to GS-05 is unreservedly recommended. In conjunction with a current fitness report, a recommendation is also being made for her conversion to Career Status.

25X1A9a

[REDACTED]
C/TPA/ORD/DD/S&T

25X1A9a
CONCUR: [REDACTED]

5 SEP 1973

Chairman, Special Panel, ORD/DD/S&T

Date

APPROVAL:

25X1A9a

[REDACTED]
Director of Research and Development

6 SEP 1973

Date

Distribution:

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C/PMS/ORD/DD/S&T: [REDACTED] dms/3394 (14 Aug 73)

25X1A9a

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